



DRAFT ARB ACTION MEMO / MINUTES

Date: August 4, 2025

Time: 1:00 PM

Meeting Room: Lane Auditorium

Members:

Chris Henningsen, Chair: Absent
Frank Hancock, Vice-Chair: Present
Frank Stoner: Present
Dade Van Der Werf: Present
Taro Matsuno: Present

Staff:

Margaret Maliszewski

CALL TO ORDER: Mr. Hancock called the meeting to order at 12:59 p.m. and established a quorum.

DISCLOSURES: Mr. Hancock disclosed that his employer, the UVA Foundation, owns property adjacent to the site of the consent agenda item, and he would recuse himself from that item on the agenda.

PUBLIC COMMENT: None.

CONSENT AGENDA:

a. **SDP-2025-00095: Hollymead Flex Office Development Initial Site Plan**

Staff: Margaret Maliszewski

Mr. Hancock noted that the next item would be the consent agenda. He recused himself from the item and turned the meeting over to Mr. Stoner. Mr. Stoner asked if any ARB member wanted to move the item off the consent agenda for discussion. No one did. Mr. Stoner asked for a motion to approve the consent agenda.

Motion: Mr. Matsuno moved to approve the consent agenda and forward the recommendations outlined in the staff report for the Initial Site Plan to the Agent for the Site Review Committee, as follows:

- Regarding requirements to satisfy the design guidelines as per § 18-30.6.4c(2), (3) and (5) and recommended conditions of initial plan approval:
 - The ARB recommends approval of the Initial Site Plan with the following condition:
 1. The EC frontage landscaping must be provided with Phase 1 of the development.
- Regarding recommendations on the plan as it relates to the guidelines:
 1. Consider alternate materials for the dumpster enclosures that maintain appearances over time.
 2. Consider reducing the amount of paved area behind the buildings.
- Regarding conditions to be satisfied prior to issuance of a grading permit:
 1. Show a tree line to remain throughout the plan set.

2. Maintain grading outside the driplines of trees to remain. Show tree protection fencing on, and coordinated throughout, the grading, landscaping, and erosion and sediment control plans.
- Regarding the architectural design:
 - Architectural plans are required with the ARB final site plan submittal. Depending on the proposal, the ARB may require more than one review of the architectural design. Applicants are encouraged to consider this when establishing project schedules. ARB approval (a Certificate of Appropriateness) is required prior to final site plan approval.
 - Regarding the final site plan submittal:

A Certificate of Appropriateness is required prior to final site plan approval. An ARB Final Site Plan application is required. Delaying submittal of the ARB application can delay approval of the Final Site Development Plan. The following items and all items on the ARB Final Site Plan Checklist must be addressed:

 1. Provide detailed architectural plans for review. Show how the architectural design will achieve unity, coherence, and compatibility along the EC. Provide buildings that exhibit human scale, forms and features that eliminate blankness, and materials that are compatible with the surroundings and traditional architecture.
 2. Revise the mechanical equipment note (Site Note #1) to provide for full screening of roof- and ground-mounted equipment. Provide details for all proposed screens and fences.
 3. Show locations of proposed equipment on the site and architectural plans.
 4. Consider alternate materials for the dumpster enclosures that maintain appearances over time.
 5. Provide landscaping to mitigate the appearance of the dumpster enclosures.
 6. Provide a complete lighting plan showing all proposed ground- and building-mounted lighting for review. Limit fixtures to downlight styles and illumination levels to that which is required for safety/security.
 7. Show all existing and proposed utilities on the plans, including the overhead utilities that run along the Airport Rd. frontage.
 8. Provide a landscape plan for review. Show how all EC landscaping requirements will be met.
 9. Provide the EC frontage landscaping with Phase 1 of the development.
 10. Add the standard plant health note to the plan. "All site plantings of trees and shrubs shall be allowed to reach, and be maintained at, mature height; the topping of trees is prohibited. Shrubs and trees shall be pruned minimally and only to support the overall health of the plant."
 11. Consider reducing the amount of paved area behind the buildings.
 12. Note that landscaping will likely be required in the island south of Building 1.
 13. Building(s) in the future development area must be oriented parallel to the EC street.
 14. Revise the plan to show the full length of the existing sidewalk along Airport Rd.
 15. Show a tree line to remain throughout the plan set.
 16. Maintain grading outside the driplines of trees to remain. Show tree protection fencing on, and coordinated throughout, the grading, landscaping, and erosion and sediment control plans.

Mr. Van Der Werf seconded the motion.

The motion carried by a vote of 3:0. (Henningsen absent, Hancock recused)

Mr. Stoner turned the meeting over to Mr. Hancock.

WORK SESSIONS: None

REGULAR REVIEW ITEMS: None.

OTHER BUSINESS

a. Minutes Approval:

Motion: Mr. Van Der Werf moved for approval of the minutes from the July 7, 2025, ARB meeting.

Mr. Matsuno seconded the motion.

The motion was carried by a vote of 4:0. (Henningsen absent)

b. Other items from staff or ARB members:

i. Adopt Updated Meeting Schedule

Staff summarized that:

- Changes to State code have reduced application review times from 60 days to 40 days,
- The review period will sometimes be further reduced when needing to align with ARB meeting dates on the first and third Mondays of each month,
- Staff discussed the issue with individual ARB members and there was general agreement to schedule ARB meetings on additional Mondays, and
- Staff are asking the ARB to approve the revised schedule that allows for meetings on every Monday, although staff believes some of those meetings won't be needed, depending on submittals.

Mr. Van Der Werf asked how much notice ARB members will be given regarding the need for or cancelation of a meeting. Staff responded that it could be about 4 weeks.

Motion: Mr. Stoner moved for approval of the updated meeting schedule.

Mr. Matsuno seconded the motion.

The motion was carried by a vote of 4:0. (Henningsen absent)

ii. Mr. Stoner asked for an update on the EC guidelines addenda. Staff reported that edits were underway and ongoing.

iii. Mr. Stoner asked if the Comprehensive Plan update was completed. Staff reported that it was nearly complete.

c. Next ARB Meeting: Monday, August 18, 2025, 1:00 PM – Lane Auditorium

Each of the board members indicated that they planned to attend the August 18 meeting.

ADJOURNMENT

The meeting was adjourned at 1:09 p.m. to the next ARB meeting on August 18, 2025, at 1:00 p.m.